



August 1, 2023

Greetings,

We are reaching out to remind everyone that the My Spark launch is fast approaching. The date for participant program selection is August 14th. We want to encourage you to complete the application process as soon as possible to ensure that our community's youth can access your extracurricular activities. Follow these five simple steps below to complete your applications:

1. Visit the application page [here](#) (if you have not yet done so)
2. Complete the onboarding call
3. Submit your registration form with:
 - a. Payment information
 - b. Certificate of insurance (COI) that meets the minimum requirements
4. Provide updated program information and your logo [here](#)
 - a. These are placed in the *provider search* webpage for participants
5. Provide a four-digit merchant category code (MCC):
 - a. This classifies the type of services your organization offers (i.e. 8299 is for educational services). Contact your payment processor to get your MCC. This ensures the My Spark Debit cards participants use can pay you for your programming.

As a reminder, to help offset the costs associated with being an approved My Spark provider, we are issuing \$500 payments to 120 My Spark providers. Please remember to fill out the [form on our website](#) if you are interested in receiving these funds. Once approved, you'll be sent an amended My Spark agreement via email and payments will be issued approximately 2 – 4 weeks after approval. Participants will also have access to onboarded providers first, meaning the sooner your application materials are complete, the sooner we can connect you with youth and help them find their spark!

We are very excited and grateful to have you all as partners for this new program. We are collectively helping to shape better and more satisfying lived experiences for the youth in our city. Every student deserves access to activities, hobbies, and programs that spark joy and excitement in their lives. Together we are making sure everyone has that opportunity. My Spark Denver thanks you for your commitment to pursuing this mission.

Kind Regards,

The My Spark Denver team